

**HORTICULTURIST (PARKS SUPERVISOR)**  
**(Non-exempt Positon)**

**Closing Date: Open Until Filled**

The beautiful tree-lined City of New Carrollton is a residential community located in suburban Prince George's County, approximately eight miles from Washington, DC. New Carrollton has a diverse population of over 12,000 residents.

The City of New Carrollton is seeking a highly skilled, self-motivated, and creative full-time Horticulturist to plan the landscaping and design of the City's green areas. The Horticulturist directly supervises the Parks Department which includes a team of Laborers, Crew Chiefs, and an Arborist. Work assignments for this position are performed primarily outdoors within the City limits. Pay commensurate with experience. Position reports to the Director of Public Works.

**ESSENTIAL DUTIES**

- ❖ Develops plans, designs, organizes and implements new landscaping projects throughout the City.
- ❖ Trains personnel in proper lawn and planting techniques, and the maintenance of gardens, parks, ballfields, and playgrounds. Reviews and evaluates performance of Parks Department staff.
- ❖ Supervises tree inventories and evaluations, tree pruning, tree removal, tree cabling and bracing, tree moving, tree rooting and root barrier installation. Manages Citywide curb side tree planting, and determines tree replacement schedule and location.
- ❖ Plans, organizes, supervises, and participates if necessary in the collection and disposal of greenery from the flowerbeds throughout the City.
- ❖ Oversees the upkeep of playgrounds, parks, fields, and other grounds maintained by the City.
- ❖ Monitors the distribution of equipment including hand tools, mowers, light and heavy machinery, sharp tools, shovels, sledge hammers, weed eater, rakes, backpack blowers, axes, sprayers and commercial vehicles for the purpose of landscape maintenance.
- ❖ Purchases all landscaping and pesticides supplies. Monitors expenditures and maintains budgets for assigned programs. Assist with budget preparation.
- ❖ Advises and responds to horticultural issues and concerns from City officials and residents.
- ❖ Works closely with the Code Enforcement Department when dealing with citations pertaining to dead trees on private property.

- ❖ Performs others duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS**

- ❖ Thorough knowledge of the principles, methodologies, and practices of horticultural and landscaping design and maintenance.
- ❖ Thorough knowledge of the types, characteristics and needs of plants that are suitable for the geographic area and for use in landscaping projects.
- ❖ Ability to design, prepare, report and present landscaping and horticultural plans. Ability to prepare reports on landscaping projects and activities.
- ❖ Ability to understand and follow specific oral and written instructions.
- ❖ Ability to educate and manage a team of skilled and unskilled workers.
- ❖ Ability to establish and maintain good will and an effective working relationship with City officials, employees, property owners, residents and the general public.
- ❖ Ability to perform manual labor for extended periods of time under all weather conditions, frequently lifting objects weighing up to 75 pounds.

Work assignments for this position are performed both indoors and outdoors. Position requires exposure to loud noise, machinery with moving parts, dirt, dust, debris, chemicals, and foul odors.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

Must have an Associate's Degree in horticulture or a related field. Minimum of five (5) years of experience in planning, designing and constructing landscaping projects, and at least three (3) years of supervisory experience. Must possess Maryland Pesticide Application Certification. Must possess or be able to obtain Maryland Tree Care Expert Certification. Class B Commercial Driver's License (CDL) preferred.

Interested candidates are encouraged to submit a cover letter and resume to [hr@newcarrolltonmd.gov](mailto:hr@newcarrolltonmd.gov).